



MHA's 6th Annual *Wake up for Wellness* Breakfast
Thursday, May 14, 2020
Friendship Missionary Baptist Church

TABLE CAPTAIN JOB DESCRIPTION

1. Fill table of eight guests for the Breakfast, including yourself. This usually means you need to invite 10 guests, so that eight show up. If all 10 show up, they may not be seated at your table but we anticipate "no shows."
2. Make sure that as many guests as possible have attended a Coffee & Conversation (at MHA or you can host one in your home if you coordinate with us) before May.
3. Attend a Table Captain training: opportunities tentatively in March/April.
4. Send a PDF invitation via email to each guest to provide event details.
5. Submit final guest list via Excel spreadsheet to atowner@mhcentralcarolinas.org, two weeks before the Breakfast by May 1.
6. Arrive at the event at least 45 minutes early (6:45 a.m.) in order to greet your guests and pick up your Table Captain packet.
7. Pass out pledge cards, envelopes and pens as instructed during the "pitch" at the end of the program.
8. Set an example for your guests by enjoying the event and filling out your own pledge card at this time. Guests will be looking to you at that moment to see what they are supposed to do. If you've already made your gift for this fiscal year, you can indicate that on your pledge card.
9. Collect completed pledge cards and envelopes from your guests and turn them in to your Table Greeter or an MHA staff member before you leave the event.
10. Call your guests within two days to thank them for coming and get their impressions and feedback. Share feedback with MHA staff.

With questions, contact Andrea Towner at 704-365-3454 ext. 223 or atowner@mhcentralcarolinas.org.